



Develop Your REAP—Decision Maker, Site Assessment, Goals and Timetables, or Action Team Activity

Answer Sheet: Task 1—Decision Maker

Use the following self-assessment checklists to evaluate your answers:

- ☐ You determined the appropriate decision-maker who could authorize the REAP project and met with that person.
- ☐ You provided information about the current state of disaster plans in the agency.
- ☐ You explained the gap that exists in emergency records planning.
- ☐ You explained the benefits of the REAP: fast, appropriate, and effective response to records emergencies; rapid resumption of operations; increased appreciation of the importance of good records management practices; protection of records which protects the rights of citizen and government accountability; the monetary pay-off of planning; the public relations pay-off of planning.